



EMPLOYMENT OPPORTUNITY

1. RPA #	036 -CCFC
ANALYST'S INITIALS	KR
DATE	05/30/06

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Staff Services Manager II (Sup)	POSITION NUMBER 319-001-4801-900	TENURE PERMANENT	TIME BASE Full Time	CBID S01
OFFICE OF Administrative Services Division	LOCATION OF POSITION (CITY or COUNTY) Sacramento			MONTHLY SALARY 5211 to 6286
SEND APPLICATION TO: First 5 California 501 J Street, Suite 530 Sacramento, CA 95814 Attn: Gwen Atkins	REPORTING LOCATION OF POSITION 501 J Street, Suite 530, Sacramento, CA 95814			
	SHIFT AND WORKING HOURS DAYS - 8:00 a.m. - 5:00 p.m.			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 323-2524	PUBLIC PHONE NUMBER () -		
SUPERVISED BY AND CLASS TITLE Kris Perry, Executive Director				FILE BY 06/12/06

The Chief of Administrative Services (SSM II) will plan, organize and direct the departmental administrative programs including Financial Management, Personnel, Business Services, Auditing, and Labor Relations. In addition, the position will formulate and administer CCFC administrative policy. All work performed in accordance with State and federal laws and rules, Department of Personnel Administration and State Personnel Board laws and rules, State Administrative Manual, Department of Finance directives and budget letters, Management Memos, government code, and CCFC management guidelines.

SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered.
- Applications will be evaluated based on eligibility and desirable qualifications and interview may be scheduled.

Essential Function Duties

Supervision

Consistent with DPA rules and regulations, perform the full range of management and supervisory duties for Administrative Services staff:

- Provide direction and guidance regarding ongoing assignments and daily work activities to ensure deadlines are met.
- Delegate responsibility to staff to facilitate timely completion.
- Review work and evaluate performance of staff to determine training and professional growth opportunities.
- Approve travel and leave requests for staff following leave usage guidelines.
- Conduct, arrange and approve training for staff to increase staff knowledgebase.

Administrative Services

In support of the First 5 CCFC Administrative Programs and the furtherance of CCFC programs, manage administrative support by:

FISCAL SERVICES

- Develop and prepare Commission's \$500 million annual budget and expenditure plan including revenue projections and budget galley development.
- Develop fiscal policy and make financial recommendations for all CCFC programs and initiatives.
- Plan and interpret program financing, expenditures, and reserve policies, and make recommendations to Commission and management staff.

- Plan, direct, and supervise all accounting activities for the Commission by resolving difficult accounting problems, training staff and prioritizing workload.
- Advise executive management and staff on budget/accounting, personnel, business services, and legislative analysis; coordinate with control agencies to resolve sensitive and complex program issues.
- Represent the Commission in meetings with county commissioners, auditors, and control agencies staff regarding budget/accounting, personnel, and legislative issues.
- Develop audit oversight program including internal policies for the Commission coordination and development of audit guidelines for all 58 county commissions.

CONTRACT AND PROCUREMENT SERVICES

- Negotiate contract approvals with control agencies including the Department of General Services Procurement Division and Department of General Services Legal Services Division.
- Develop and coordinate contracts to implement statewide programs and initiatives including the establishment of contracting policies and procedures.

PERSONNEL SERVICES

- Advise executive management and staff on all personnel, labor relations, training and management analysis matters; coordinate with control agencies to resolve the most sensitive and complex personnel issues.
- Directly supervise subordinate staff in daily personnel activities including payroll, attendance, merit salary adjustments, employee assistance programs, and workers compensation.
- Manage the recruitment and appointment process for all management and staff.

MARGINAL FUNCTIONS

In order to administer the planning of all administrative activities related to the preparation for Commission meetings, develop contracts for meeting facilities and related equipment, and obtain/create materials for Commissioner and general public agenda packets and materials

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's EEO Program objectives; and a manager's role in the EEO Program and the processes available to meet EEO objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's EEO objectives.

DESIRABLE QUALIFICATIONS

SPECIAL PERSONAL CHARACTERISTICS

- Analyze situations and adopt effective course of action
- Demonstrated ability to act independently, open-mindedness, flexibility and tact

INTERPERSONAL SKILLS

- Communicate effectively with the public and all levels of staff (both state and local)
- Ability to apply budget and accounting principles and practices
- Ability to apply statistical methods and analyze a variety of account data

ADDITIONAL QUALIFICATIONS:

- **Minimum of one year acting as manager of a multidisciplinary administrative services area.**
- Knowledge of California State Accounting, Contracting and Fiscal operations, policies, procedures
- Knowledge of principles of auditing and business management
- Working knowledge of Microsoft Windows 2000, Word, Access, and Excel

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Function effectively under stress and under deadlines
- Function effectively in automated environment